

Huby & Sutton Community Shop Ltd
Annual General Meeting
Sunday 16 October 2022
Memorial Hall, Huby

Present: CHAIRMAN Denise Howard OBE, TREASURER Sara Ellis, COMPANY SECRETARY Lynn Wagstaff

DIRECTORS: Terry Wolf, Elaine Corden, Stephen Colquhoun, Sam Gould, Jan Garrill

22 Shareholders were present

Apologies: John Micklethwaite and 5 shareholder apologies were received

1. Mrs Howard welcomed all attendees to the 7th Annual General Meeting.
2. Minutes of AGM held on October 2021 had previously been circulated, these were approved as correct, Proposed Alison Kitchen, seconded by Nicky Lyddon

3. Chairman's Report:

Hello everyone and thank you for coming. Looking round the hall I think that many of you volunteer at the shop, so it does feel like this report will not tell you anything you don't already know!

The reporting year is 1 May 2021 to 30 April 2022. We have continued to maintain good turnover as Sara will report, meaning we were able to increase our financial reserves, as Covid and lockdowns waxed and waned during these months

The High Sheriff of North Yorkshire visited the shop and met some of our volunteers in July 2021. In August 2021 we were pleased to host a 'thank-you' summer party for volunteers here at the hall.

We were delighted to be nominated for a Queen's Award for Voluntary Service and hosted visits from the Deputy Lord Lieutenants in November 2021. They were hugely impressed with the shop and what we have achieved as a group of volunteers and although we did not receive an award this time, it was lovely to be nominated by our customers!

In March this year, I arranged for the shop Management Committee to meet for an afternoon of strategy planning. Although we are all volunteers, and a not-for-profit Community Benefit Society, we are still a business and have to run effectively and meet all legal and financial obligations. Lots of the tasks involved in running the business fall to a small number of volunteers and that is not sustainable or healthy.

The MC agreed a number of changes, with responsibility for key areas to be shared. Terry Wolf continues to take the lead on Volunteer Recruitment and Rotas. Elaine continues to take the lead on wholesale ordering with Sara. Sam Gould is now taking the lead on Maintenance and Repairs. Lynn continues to take the lead on seasonal Plants. Jan is taking the lead on Marketing.

You do not need to be on the MC to take responsibility for an area of the business.

An assistant treasurer role has been created – ably filled by one of our volunteers, Karen Thomas – undertaking much of the everyday book-keeping and paying suppliers weekly. Karen will also be taking on Payroll administration from me next month. Jack has been trained on our purchase ledger – he knows our suppliers and stock - and this is working well. Once Jack puts a supplier invoice onto our accounts system, Karen can log onto the bank and knows to pay it. Neither of them are on the MC, and Jack of course, takes responsibility for the PO as PO Manager.

We still need someone to take the lead on Health & Safety - so if you can help, please talk to me over a cup of tea later.

A couple of days before our March strategy meeting, David Barker decided the time was right for him to move to Easingwold and asked us whether we still wanted to buy the shop and house. I approached the Parish Council, with a proposal suggesting they apply for a Public Works Loan to buy the property and lease the house and shop to us. Church Fenton Community Shop did this in 2017 and it has worked well.

I'll update you on our progress to date at the end of the meeting as much has happened since the end of the reporting year! But it was good timing as one of the items on our strategy agenda was what happens to the shop when the lease runs out!

As always, I would like to thank all our volunteers for the amazing work you do to keep the shop open. Running the shop is not like organising an annual event – it requires continued skill, time and service day after day, and we bank over 100 hours of volunteer time every week. It's also great fun, and a great team to be a part of.

Thank you, everyone.

4. Financial report: presented by Treasurer Sara Ellis

Good afternoon, everyone it's nice to see you all again.

I have served another year as Treasurer of the Society and can report that the annual accounts and Financial Summary for the period 1 May 2021 – 30 April 2022 have been prepared by Clive Owen & Co accountants, and have been approved & signed by the MC.

We continue to use the cloud-based software to maintain our book-keeping which our accountants have access to at any time. As treasurer, I undertake the weekly management of all supplier invoices and check these against any delivery notes or shop orders, before adding them to our ledgers for payment. Denise and I have online access to our bank account with Santander and we still pay suppliers weekly by BACS.

We continue to operate a statutory pension scheme for the eligible staff who work in the Post Office, and this is also administered by Clive Owen & Co on our behalf. They also prepare & submit payroll details to HMRC monthly from information supplied by Denise.

The society reports to the Financial Conduct Authority and we will shortly submit the annual return to them.

You will see from the Summary Accounts we have generated a turnover of £363,203 with a pre-tax operating profit of £28k. We were slightly down on the previous year but it is still healthy with everyone is still using the shop. As long as we have the volunteers and customers the MC is confident the society is in a financially sound position to continue.

I am happy to take any questions on the accounts.

5. Election of Committee: Sara Ellis is stepping down after 7 years on the committee, we welcomed Max Thomas, who is taking over as treasurer.

Sara will continue to help Elaine with the wholesale ordering and making cakes for the shop.

There were no other nominations for the management committee, we are a group of 9, but if you have any skills you can offer, please contact us. You don't have to be on the management committee to take the lead on an area of the business, for instance, we need help with Health & Safety.

6. Accountants: Clive Owen and Co have been appointed as accountants; this was approved by those present

7. AOB:

a) The charity of the year was voted as EDCCA supporting Easingwold Food Bank

b) **Shop purchase:** The Parish Council have canvassed the local customers and the purchase of the premises was widely supported and approved.

A public works loan will be taken out to buy the property by the PC, and the shop will pay the equivalent capital and interest repayments as rent.

The PC have appointed a solicitor to carry out the conveyancing and a structural survey has been done. This work is ensuring the premises for the shop for years to come. It will be the shops responsibility to maintain the property and to undertake the costs and planning of any improvements.

We will be looking at:

- Level access to the shop
- More space for the Post Office
- Secure storage
- Secondary income from a two-bedroom maisonette with separate entrance

The shop and Post Office will remain open as much as possible during building works.

The shop is taking responsibility for the cost of the building work etc. Grants are being applied for and we have just received £2k from NYCC.

The meeting closed at 4.20pm, followed by refreshments
